

5.2.3.e – Identify the Carrier SCAC code

When you selected the Seller, you identified the TP and the associated Payee Code. You did not identify the SCAC code. Identifying the SCAC is very similar to the process you used to identify the seller and buyer (see above). The process is as follows:

- Select 'Carrier' from the participants pull down and press 'Find Organization'
- When the 'Find Organization' screen appears, press 'Start Find'
- When the list of organizations is returned select the appropriate four character SCAC code and press 'OK'. Remember to select an organization type of 'Standard Carrier Alpha Code'.

5.2.4 – Service Charges

The ‘Service Charges’ tab is where the invoice lines are entered (see below).

Doc ID: INVOICE-001 Issue Date: 11/24/2003
Order #: GBL-001 Order Release #:
Buyer Name: Fort Belvoir - PPSO Seller Name: OnTime Forwarders
Invoice Type: Debit Invoice Currency: N/A

Summary Line Items Service Charges Notes History Documents Notices Participants Routing

SC Line	Invoice LN	Order SC LN	Seller Code Type	Seller Charge Code	Qty	UOM	Unit Price	Extended Price	Buyer Code Type

Press the ‘New Item’ icon from the icon row near the top to the right to open a line for entering a charge (see below).

Doc ID: INVOICE-001 Issue Date: 11/24/2003
Order #: GBL-001 Order Release #:
Buyer Name: Fort Belvoir - PPSO Seller Name: OnTime Forwarders
Invoice Type: Debit Invoice Currency: N/A

Summary Line Items Service Charges Notes History Documents Notices Participants Routing

SC Line	Invoice LN	Order SC LN	Seller Code Type	Seller Charge Code	Qty	UOM	Unit Price	Extended Price	Buyer Code Type
1			DoD HHG						

You are now ready to enter the charge. There will be one charge for each line. The first action is to select ‘DoD HHG’ from the ‘Seller Code Type’ pull down (see below).

Doc ID: INVOICE-001 Issue Date: 11/24/2003
Order #: GBL-001 Order Release #:
Buyer Name: Fort Belvoir - PPSO Seller Name: OnTime Forwarders
Invoice Type: Debit Invoice Currency: N/A

Summary Line Items Service Charges Notes History Documents Notices Participants Routing

SC Line	Invoice LN	Order SC LN	Seller Code Type	Seller Charge Code	Qty	UOM	Unit Price	Extended Price	Buyer Code Type
1			DoD HHG						

The next action is to select a ‘Seller Charge Code’ (see below). Point to the pull down to open the search window. Then enter a complete or partial code, and press search.

NEW INVOICE - INVOICE001 - INVOICE-001 - Microsoft Internet Explorer provided by Comcast

PowerTrack
usbank. The Smart Currency™ Invoice Service Charges[Summary]

Doc ID: INVOICE-001 Issue Date: 11/24/2003
 Order #: GBL-001 Order Release #:
 Buyer Name: Fort Belvoir - PPSO Seller Name: OnTime Forwarders
 Invoice Type: Debit Invoice Currency: N/A

Back Refresh Detail Save Edit Print Note New Item Close

Summary Line Items Service Charges Notes History Documents Notices Participants Routing

Summary	Quantity	Price							
SC Line	Invoice LN	Order SC LN	Seller Code Type	Seller Charge Code	Qty	UOM	Unit Price	Extended Price	Buyer Code Type
1			DoD HHG						

Lookup Values -- Web Page Dialog

Search Criteria
 Search by: Code Starts with LHS Search

Return Selection Cancel/Close

This will bring up a list of choices (see below). Make your selection and press 'Return Selection'.

Summary Line Items Service Charges Notes History Documents Notices Participants Routing

Summary	Quantity	Price							
SC Line	Invoice LN	Order SC LN	Seller Code Type	Seller Charge Code	Qty	UOM	Unit Price	Extended Price	Buyer Code Type
1			DoD HHG						

Lookup Values -- Web Page Dialog

Search Criteria
 Search by: Code Starts with LHS Search

Result List
☒ LHS : Linehaul Transportation ☐ LHSREF : Refund Of Excess Linehaul

Return Selection Cancel/Close

You can now continue entering billing information (see below). In this example, the charge is Linehaul Transportation, the quantity is 5 CWT, the unit of measure is 'Billing Weight', and the unit price is 61.00 per CWT.

Summary Line Items Service Charges Notes History Documents Notices Participants Routing

Summary	Quantity	Price							
SC Line	Invoice LN	Order SC LN	Seller Code Type	Seller Charge Code	Qty	UOM	Unit Price	Extended Price	Buyer Code Type
1			DoD HHG	LHS : Linehaul Transportation	5	Billing Weight	61.00	305.00	

There is still more to enter. The additional fields can be found by moving the scroll bar to the right (see below). To complete the line entry, go through the same process for the 'Buyer Code Type' and 'Buyer Charge Code' as you did with the 'Seller Code Type' and 'Seller Charge Code'.

PowerTrack The Smart Currency™ **Invoice Service Charges[Summary]**

usbank Home Daily Work Help

Doc ID: INVOICE-001 Issue Date: 11/24/2003

Order #: GBL-001 Order Release #:

Buyer Name: Fort Belvoir - PPSO Seller Name: OnTime Forwarders

Invoice Type: Debit Invoice Currency: N/A

Back Refresh Detail Save Edit Print Note New Item Close

Summary Line Items Service Charges Notes History Documents Notices Participants Routing

Summary Quantity Price

SC Line	Invoice LN	Order SC LN	Seller Code Type	Seller Charge Code	M	Unit Price	Extended Price	Buyer Code Type	Buyer Charge Code
1			DoD HHG	LHS : Linehaul Transportation	g Weigh	61.00	305.00	DoD HHG	LHS : Linehaul

5.2.5 – Service Charge Detail

You are now ready to enter line detail. To do this, double click on the line, or single click to select the line and then press the 'Detail' icon (on the icon row towards the top to the right). This will bring up the Service Charge Detail screen (see below).

NEW INVOICE - INVOICE001 - INVOICE-001 - Microsoft Internet Explorer provided by Comcast

Item Detail -- Web Page Dialog

Service Charge Detail

Item Information

Doc Type/Number Invoice INVOICE-001 Line Number 1 Invoice LN Related LN

Buyer Code Type DoD HHG Buyer Charge Code LHS: Linehaul Seller Code Type DoD HHG Seller Charge Code LHS: Linehaul

	Quantity	UOM	Base Price	Unit Price	Extended Price
Invoice	5	Billing Weight		61.00	305.00
Order					

Expand All

Pricing Documents Items in list: 1

User Defined Pricing Items in list: 0

User Defined References Items in list: 1

Contracts Items in list: 1

References Items in list: 1

Dates Items in list: 1

Alternate Quantities Items in list: 1

Locations

Location Name:

Address 1

Address 2

City

State

Country UNITED STATES OF AMERICA

Postal Code

County

Location ID 1

Location ID 1 Type

Location ID 2

Previous Next Edit Item Save Cancel Messages Print Pricing Detail GL Detail

5.2.5a – Pricing Details

The first action for the charge is to provide any price adjustment information. Since all services are adjusted by a rate file (or charge %) this needs to be entered whether it's 100% or not. To do this open the User Defined Pricing section and press 'Add Line' (see below).

Item Detail -- Web Page Dialog

Service Charge Detail

Item Information

Doc Type/Number Invoice INVOICE-001 Line Number 1 Invoice LN Related LN

Buyer Code Type DoD HHG Buyer Charge Code LHS: Linehaul 1 Seller Code Type DoD HHG Seller Charge Code LHS: Linehaul

	Quantity	UOM	Base Price	Unit Price	Extended Price
Invoice	5	Billing Weight	61.00		305.00
Order					

Expand All

Pricing Documents Items in list: 1

User Defined Pricing Items in list: 1

Type	Qualifier	Value	Qualifier

Add Line Delete Line Calculate

References Items in list: 1

Description	Value

Add Line Delete Line

User Defined References Items in list: 1

Dates Items in list: 1

The next action will be to select the 'Type' (see below). In this case because we are adjusting the price we have chose 'Price Adjustment'.

User Defined Pricing Items in list: 1

Type	Qualifier	Value	Qualifier

Add Line Delete Line Calculate

References Items in list: 1

Description	Value

Add Line Delete Line

When you choose 'Price Adjustment' you will receive a prompt to enter a 'Base Unit Price'. This is because the 'Price Adjustment' will change the 'Unit Price'. Enter the original 'Unit Price' as the 'Base Unit Price' and press 'OK' (see below).

Item Detail -- Web Page Dialog

Explorer User Prompt

Script Prompt:

Please enter the Base Unit Price

61.00

OK Cancel

Item Detail -- Web Page Dialog

Doc Type/Number Invoice INVOICE-001 Line Number 1 Invoice LN Related LN

Buyer Code Type DoD HHG Buyer Charge Code LHS: Linehaul 1 Seller Code Type DoD HHG Seller Charge Code LHS: Linehaul

	Quantity	UOM	Base Price	Unit Price	Extended Price
Invoice	5	Billing Weight	61.00		305.00
Order					

The next action will be to select the 'Qualifier' (see below). In this case we have chosen 'Percent'.

The screenshot shows the 'Pricing Documents' dialog with two panes. The left pane, 'User Defined Pricing', contains a table with columns: Type, Qualifier, Value, and Qualifier. The 'Type' dropdown is set to 'Price Adjustment'. The 'Qualifier' dropdown is set to 'percent'. The 'Value' field is empty. Below the table are buttons: 'Add Line', 'Delete Line', and 'Calculate'. The right pane, 'References', contains a table with columns: Description and Value. It also has 'Add Line' and 'Delete Line' buttons.

The final steps will be to enter the percent as a whole number and press calculate (see below). Note that the base price has manipulated the 'Unit Price' and that the 'Extended Price' reflects the new factor and calculation.

The screenshot shows the 'Item Detail -- Web Page Dialog' with the 'Service Charge Detail' section. It includes fields for 'Doc Type/Number', 'Line Number', 'Invoice LN', 'Related LN', 'Buyer Code Type', 'Buyer Charge Code', 'Seller Code Type', and 'Seller Charge Code'. Below these is a table with columns: Invoice, Quantity, UOM, Base Price, Unit Price, and Extended Price. The 'Quantity' is 5, 'UOM' is 'Billing Weight', 'Base Price' is 61.00, 'Unit Price' is 47.58, and 'Extended Price' is 237.90. Below the table is an 'Expand All' button. The 'Pricing Documents' dialog is open at the bottom, showing the 'User Defined Pricing' section with 'Qualifier' set to 'percent' and 'Value' set to 78. The 'Calculate' button is highlighted.

If a minimum charge applies to this service it is entered here as well. Simply click the 'Add Line' button and this time select 'Minimum Charge' for the Type. Enter the minimum charge in the value field and press the calculate button to ensure the minimum charge is considered when calculating the final extended price for the service charge. (see below)
Step 1.

Item Detail -- Web Page Dialog

Service Charge Detail

Item Information

Doc Type/Number Invoice IVV030073SFR Line Number 2 Invoice LII Related LII

Buyer Code Type Buyer Charge Code Seller Code Type Seller Charge Code 405A: Fuel S

	Quantity	UOM	Base Price	Unit Price	Extended Price
Invoice	1	Flat Rate	11.73	11.73	11.73
Order					

[Expand All](#)

Pricing Documents Items in list: 0

Items in list: 2

User Defined Pricing

Type	Qualifier	Value	Qualifier
Price Adjustment	percent	100	
<input type="checkbox"/> Minimum Price		12.00	
<input type="checkbox"/> Multi-Factor Quantity			
<input type="checkbox"/> Price Adjustment			

[Delete Line](#) [Calculate](#)

References

Description	Value
<input type="checkbox"/> Selling Arrangement	D

[Add Line](#) [Delete Line](#)

Step 2.

Item Detail -- Web Page Dialog

Service Charge Detail

Item Information

Doc Type/Number Invoice IVV030073SFR Line Number 2 Invoice LII Related LII

Buyer Code Type Buyer Charge Code Seller Code Type Seller Charge Code 405A: Fuel S

	Quantity	UOM	Base Price	Unit Price	Extended Price
Invoice	1	Flat Rate	11.73	11.73	11.73
Order					

[Expand All](#)

Pricing Documents Items in list: 0

Items in list: 2

User Defined Pricing

Type	Qualifier	Value	Qualifier
Price Adjustment	percent	100	
<input type="checkbox"/> Minimum Price		12.00	

[Add Line](#) [Delete Line](#) [Calculate](#)

References

Description	Value
<input type="checkbox"/> Selling Arrangement	D

[Add Line](#) [Delete Line](#)

Result

Item Detail -- Web Page Dialog

Service Charge Detail

Item Information

Doc Type/Number Invoice IVV030073SFR Line Number 2 Invoice LII Related LII

Buyer Code Type Buyer Charge Code Seller Code Type Seller Charge Code 405A: Fuel S

	Quantity	UOM	Base Price	Unit Price	Extended Price
Invoice	1	Flat Rate	11.73	12.00	12.00
Order					

[Expand All](#)

Pricing Documents Items in list: 0

Items in list: 2

User Defined Pricing

Type	Qualifier	Value	Qualifier
Price Adjustment	percent	100	
<input type="checkbox"/> Minimum Price		12.00	

[Add Line](#) [Delete Line](#) [Calculate](#)

References

Description	Value
<input type="checkbox"/> Selling Arrangement	D

[Add Line](#) [Delete Line](#)

Notice the Change in Unit Price and Extended Price after the Calculate button was pressed.

5.2.5b – PPSO Approval Information

The next action will be to identify the PPSO approving the charge. This is entered in the 'References' section immediately to the right of 'User Defined Pricing'. You can press 'Add Line', if there no area to enter the information. Pointing to the pull down will bring up a selection routine similar to the pricing area. The code to use is 'YP' for 'Selling Arrangement'. In the values area enter 'N' (not applicable), 'O' (origin), or 'D' (destination) (see below).

The screenshot displays two side-by-side panels. The left panel, titled 'User Defined Pricing', contains a table with columns: Type, Qualifier, Value, and Qualifier. A single row is visible with 'Price Adjustment' under Type, 'percent' under Qualifier, and '78' under Value. Below the table are buttons for 'Add Line', 'Delete Line', and 'Calculate'. The right panel, titled 'References', contains a table with columns: Description and Value. A single row is visible with 'YP : Selling Arrangement' under Description and 'N' under Value. Below the table are buttons for 'Add Line' and 'Delete Line'. Both panels have a header bar indicating 'Items in list: 1'.

5.2.5c – Weight Quantity Information

Because the actual weight and the billing weight can differ, the actual weight needs to be entered in the 'Alternative Quantities' section. If the section is closed, press the '+' sign to open it. Then press 'Add Line' to open a line for entering the information. From the pull down select 'Actual Net Weight' ('Gross Weight' is another choice) and enter the quantity (see below). In the example below, the weight is 5 cwt. Even though the weight is CWT, select 'Pounds' from the 'UOM' pull down. This is necessary to support the EDI data sent to CWA.

The screenshot displays a complex interface with multiple panels. The top row contains 'Pricing Documents' (Items in list: 0) and 'References' (Items in list: 1). The 'References' panel shows a table with 'YP : Selling Arrangement' and 'N'. Below it are 'Add Line' and 'Delete Line' buttons. The second row contains 'User Defined Pricing' (Items in list: 1) and 'User Defined References' (Items in list: 0). The 'User Defined Pricing' panel shows a table with 'Price Adjustment', 'percent', and '78'. Below it are 'Add Line', 'Delete Line', and 'Calculate' buttons. The third row contains 'Contracts' (Items in list: 0) and 'Alternate Quantities' (Items in list: 1). The 'Contracts' panel shows a table with 'Contract Publisher' and 'Contract ID'. Below it are 'Add Line' and 'Delete Line' buttons. The 'Alternate Quantities' panel shows a table with columns: UOM Type, Qty, and UOM. A single row is visible with 'Actual Net Wt' under UOM Type, '5' under Qty, and 'Pounds' under UOM. Below the table are 'Add Line' and 'Delete Line' buttons. At the bottom of the interface are buttons for 'Previous', 'Next', 'Edit Item', 'Save', 'Cancel', 'Messages', 'Print', 'Pricing Detail', and 'GL Detail'.

5.2.5d – Location Information

Enter the location qualification (if any) for the charge in the ‘Locations’ section at the bottom of the detail screen (see below). Again press the ‘+’ sign if the section is closed. You can add as many locations as necessary to qualify the charge.

The screenshot displays the 'Locations' section of a software interface. It features two side-by-side forms for entering location information. The left form is titled 'Pickup Address' and the right form is titled 'Terminal'. Each form contains fields for Address 1, Address 2, City, State, Country, Postal Code, County, Location ID 1, Location ID 1 Type, Location ID 2, Location ID 2 Type, Location ID 3, and Location ID 3 Type. A dropdown menu is open on the right side of the interface, showing a list of location types. The 'Delivery Address' option is highlighted in yellow. Arrows point from the 'Pickup Address' and 'Terminal' location type fields in the forms to the 'Delivery Address' option in the dropdown menu.

Enter the following data:

- The location type ('Pickup Address', 'Delivery Address', 'Terminal' and others) in the 'Location Name'.
- Select the corresponding location type for this description from the 'Location ID 1 Type' list.
- Then enter the city, state, country and postal code.
- If this is a Domestic location enter the county.
- If this is an International location, enter the rate area in 'Location ID 2' and select 'Rate Area' from the 'Type' pull down.
- If another location code is required, press 'Add' to open space for another location (see below).

Contracts

Contract Publisher	Contract ID

Add Line
Delete Line

Alternate Quantities

UOM Type	Qty	UOM
Actual Net Wt	5	Pounds

Add Line
Delete Line

Items in list: 2

Locations

Location Name: Residence Pickup

Address 1:

Address 2:

City: Fort George G Meade

State: Maryland

Country: UNITED STATES OF AMERICA

Postal Code: 20755

County: Anne Arundel

Location ID 1:

Location ID 1 Type:

Location ID 2:

Location ID 2 Type:

Location ID 3:

Location ID 3 Type:

Location Name:

Address 1:

Address 2:

City:

State:

Country: UNITED STATES OF AMERICA

Postal Code:

County:

Location ID 1:

Location ID 1 Type:

Location ID 2:

Location ID 2 Type:

Location ID 3:

Location ID 3 Type:

Delete

Add

Previous
Next
Edit Item
Save
Cancel
Messages
Print
Pricing Detail
GL Detail

5.2.5e – Line Messages

After completing the location information, the last area of entry in the line detail would be to add a line message (if necessary). To do this click the 'Message' button at the bottom of the screen. This will bring up a message window. Click add line to create space to enter a message. Select 'Message' from the available list in the type field (see below).

Message -- Web Page Dialog

Message Text

Messages Text

Type	Message
<input type="checkbox"/> Message	FSC/LHS Used 05/30/2003 Rate,
<input type="checkbox"/> Message	Port-Baltimore,MD, 40 MI, Rate: \$4.70 X
<input type="checkbox"/> Message	12483# = \$586.70
<input checked="" type="checkbox"/> Message	
Special Handling	

Add Line
Delete Line

Edit Item
Save
Cancel

Press 'Save' after completing the message.

5.2.5e – Save the Detail

Press the 'Save' button at the bottom of the detail screen to save the detail entry (see below). This will return you to the 'Service Charges' tab, where you can add new charges.

INVOICE INVOICE-001 - Microsoft Internet Explorer provided by Comcast

Item Detail -- Web Page Dialog

Items in list: 0

Contracts

Contract Publisher	Contract ID

Add Line Delete Line

Alternate Quantities

UOM Type	Qty	UOM
Actual Net We	5	Pounds

Add Line Delete Line

Items in list: 2

Locations

Location Name: Residence Pickup		Location Name: Delivery Address	
Address 1		Address 1	
Address 2		Address 2	
City	Fort George G Meade	City	Forsyth
State	Maryland	State	Georgia
Country	UNITED STATES OF AMERICA	Country	UNITED STATES OF AMERICA
Postal Code	20755	Postal Code	31029
County	Anne Arundel	County	Monroe
Location ID 1		Location ID 1	
Location ID 1 Type		Location ID 1 Type	
Location ID 2		Location ID 2	
Location ID 2 Type		Location ID 2 Type	
Location ID 3		Location ID 3	
Location ID 3 Type		Location ID 3 Type	

Add

Previous Next Edit Item Save Cancel Messages Print Pricing Detail GL Detail

5.3 – Copying and Editing an Existing Invoice

Copying an existing invoice can be a very useful function for a PowerTrack seller, especially for the HHG TPs since the data elements required for rating by CWA are not intuitive. PowerTrack will be providing an invoice template which can be found in your list of existing invoices. Just do a find for a document type of 'Invoice' and document number starts with 'Template' (see below). Alternatively to using the PowerTrack provided 'Template Invoice' to copy from if you have an existing invoice which is very similar to the one you need (same origin/destination PPSOs, similar service charges, you can copy that invoice and edit it as necessary in the same manner.

PowerTrack® Transaction Manager - Microsoft Internet Explorer

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Find Documents

Back Refresh Detail Save Edit Print

My Finds: [Unpaid Invoices] [Find All] All

Find Save Delete

Description: This find will return up to 100 available documents.

Control Dates/Notes Status Participants From/To/Mode Layout

Document

Type: Invoice

Number: Starts With template

Quantity: 100 (Max 300)

Transaction Amount

Greater Than

Equal to

Less than

Between: and

Currency

Canadian Dollar

Euro

US Dollar

Highlight the document and select the 'Copy Document' option from the Daily Work menu above (see below).

PowerTrack® Transaction Manager - Microsoft Internet Explorer

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usbank Home Daily Work Help

Find Documents

Back Refresh Detail

Find Invoice List

Search criteria returned 1 documents.

Type	Number
Invoice	Template Invoice

Financial Documents

Orders

Supply Chain Events/Receipts

Contracts/Pricing

Copy Document

Notice Status

Creation Date

Copy this Document

11/26/2003 2:13:21 AM

Complete your edits to the newly created invoice by following the steps in section 5.2.

5.4 – Saving Invoice Information

When you enter invoice information, it is only being entered on your workstation and is not being posted to the PowerTrack server. To post your entry in PowerTrack server, you will need to press the 'Save' icon.

The screenshot shows the 'NEW INVOICE - INVOICE001 - INVOICE-001' window in Microsoft Internet Explorer. The PowerTrack logo and 'usbank.' are visible. The 'Invoice Service Charges[Summary]' tab is active. The form contains the following fields:

- Doc ID: INVOICE-001
- Issue Date: 11/24/2003
- Order #: GBL-001
- Order Release #:
- Buyer Name: Fort Belvoir - PPSO
- Seller Name: OnTime Forwarders
- Invoice Type: Debit Invoice
- Currency: N/A

Navigation buttons include Back, Refresh, Detail, Save (highlighted with a mouse cursor), Edit, Print, Note, New Item, and Close. Below the form are tabs for Summary, Line Items, Service Charges, Notes, History, Documents, Notices, Participants, and Routing. The 'Service Charges' tab is selected, displaying a table with the following data:

SC Line	Invoice LN	Order SC LN	Seller Code Type	Seller Charge Code	Qty	UOM	Unit Price	Extended Price	Buyer Code Type
1			DoD HHG	LHS: Linehaul Transportation	5	Billing Weight	47.58	237.90	DoD HHG

If the 'Save' is successful, you will receive the following message (see below).

